

**DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
MATERIALS ENGINEERING AND TESTING SERVICES
AND GEOTECHNICAL SERVICES
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering Technician	DES-Materials Engineering and Testing Services Office Roadway Materials Testing	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TET	559-320-3175-xxx	September 2012

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the direction of the Chief of the Asphalt Concrete Lab Testing Branch, the Transportation Engineering Technician will perform laboratory tests on asphaltic materials and/or hot mix asphalt samples, maintain test equipment, and prepare test reports. Other special assignments may include assisting with the development and implementation of new specifications, testing methods and materials used in flexible pavement and asphaltic surface treatments.

TYPICAL DUTIES

Percentage Job Description

Essential (E)/Marginal (M)

- 55% (E) Conducts tests and provides results on asphaltic material samples which include asphalt binders, emulsions, rubberized asphalt binders and modified binders; and hot mix asphalt samples which include all types of hot mix asphalt. The employee will be trained in testing procedures, equipment and reporting; and will obtain certification in compliance with Caltrans and American Association of State Highway and Transportation Officials (AASHTO) standards.
- 25% (E) Maintains testing equipment by cleaning and calibrating as necessary. Will advise lead worker and supervisor if maintenance or calibration requires extraordinary effort.
- 15% (E) Assists in logging of samples received and in reporting of results to Construction and other requestors. This may include communications informing engineers and technicians regarding test results and procedures.
- 5% (M) Performs assignments and other duties as required.

SUPERVISION EXERCISED OVER OTHERS

Position has no supervisory responsibilities, but must work as a member of a team to produce test results, reports and other information in a timely manner to the customers of the Division.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have the ability to learn and perform numerous laboratory tests in strict accordance with detailed procedures. Must have the ability to become certified in test procedures. The work involved is of a highly technical nature and requires the ability to follow procedures and perform them repeatedly with precision and accuracy. Must be able to complete a quantity of tests in a timely fashion.

Must be capable of effectively working with other personnel and communicating effectively.

Must have the ability to learn and practice safe testing procedures involving the handling of hot and toxic substances.

Employee must have the ability to establish and maintain good and professional working relationships with other Department units, industry and the contractor on Department projects. Employee must be familiar and able to follow the Department policies and procedures.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

As an asphaltic materials and hot mix asphalt tester, the employee is responsible for the accuracy of test results produced. Inaccuracies could result in increased maintenance costs and/or costly early pavement rehabilitation. Incorrect results could also result in costly delays of Caltrans construction projects and/or claims or lawsuits against the State.

In addition, the employee is responsible for personal and team safety as outlined in the laboratory safety manual and the safe practices and standards of the tests being conducted and the equipment involved. Failure to act in accordance with these standards could result in personal injury, injury to others or destruction of state property.

PUBLIC AND INTERNAL CONTACTS

The employee will communicate with Caltrans Construction, Maintenance and Materials staff in transmitting test results and responding to inquiries regarding test results and test procedures. May have limited contact with representatives of industry as well as local, state and federal agencies.

As a representative of the Department and the State of California, the incumbent is expected to maintain fair, impartial and effective relationship with clients, and conduct himself or herself in a professional and courteous manner at all times.

WORK ENVIRONMENT

For the majority of each day, the employee will work in a testing laboratory and may be exposed to dirty surfaces and equipment, odors, hot liquids, flames and hot equipment. For some part of each day, the employee will work in a climate-controlled office. Both environments are under artificial lighting.

The employee may occasionally be required to travel and work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The employee may be required to stand for long periods of time (1) using various testing equipment, (2) reading and recording test results, (3) reviewing and calculating data. May be required to sustain the mental activity needed for conducting tests and calculating results. Problem solving, analysis and reasoning may be required to respond appropriately to situations and to develop and maintain cooperative working relationships. The employee may occasionally be required to move equipment and test materials that require lifting up to 50 lbs.

Employee will be required to develop and maintain cooperative working relationship and respond appropriately to difficult situations. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce. The incumbent considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

I have read, understand and can perform the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

Employee (Print)

Employee (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date